DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

JUN 0 6 2005

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Policy for DoN Systems Engineering Plan (SEP) Review and
Approval

The program Systems Engineering Plan (SEP) will be developed and approved for each Milestone review to recognize that Systems Engineering practices are integral in the execution of our acquisition programs. This memorandum provides guidance to be implemented by Navy and Marine Corps Program Managers (PMs), Program Executive Officers (PEOs), Systems Command (SYSCOM) Commanders and Direct Reporting Program Managers (DRPMs) for the development, review and approval of their program's SEPs.

Although there is no prescribed format for SEPs within the Defense Acquisition Guidebook, the SEP Preparation Guide provides a recommended content. Additional instructions and forms outlined in the following attachments will be used in Navy and Marine Corps programs to facilitate review and coordination. My expectation is that the Program Office lead or Chief Systems Engineer will have the primary role in developing the SEP. SYSCOM Technical Authorities and PEO Programmatic Authorities must also be engaged to ensure quality, completeness and acceptable level of risk.

ASN (RD&A) Chief Engineer (CHENG) will coordinate with the OSD staff to facilitate document reviews and ensure Navy and Marine Corps issues are addressed in future SEP instructions and guides. Additionally, the Chief Engineer will collaborate with Navy and Marine Corps programs to collect lessons learned and best practices to improve the process.

John J. Young, Jr.

SUBJECT: Policy for DoN Systems Engineering Plan (SEP) Review and
Approval

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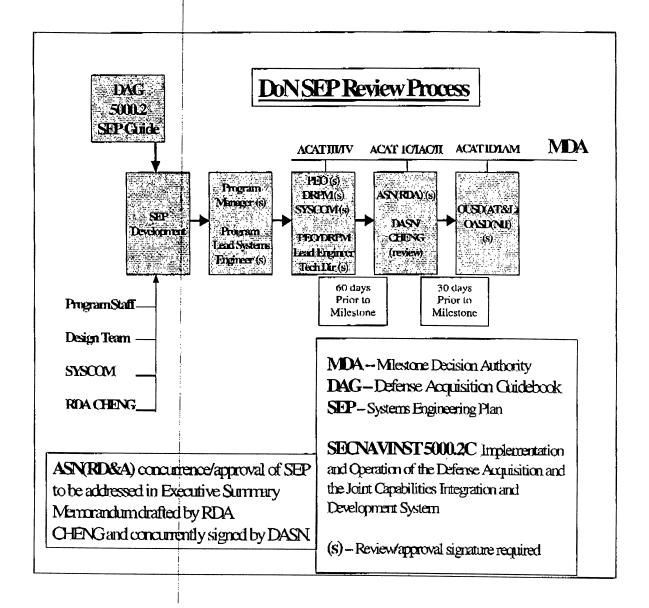COMNAVSUPSYSCOM
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Copy to:
ASN (RD&A)
ASN (RD&A) CHENG

SEP APPROVAL MATRIX

Acquisition Category	Submitted By	Concurrence	Component Approval	MDA Approval
ACAT ID	PM	PEO / DRPM SYSCOM	ASN(RD&A)	USD(AT&L)
ACAT IAM	PM	PEO / DRPM SYSCOM	ASN(RD&A)	ASD(NII)/ DoD CIO
ACAT IC	PM	PEO / DRPM SYSCOM		SECNAV or ASN(RD&A)
ACAT IAC	PM	PEO / DRPM SYSCOM		ASN RDA
ACAT II	PM	PEO / DRPM SYSCOM		ASN(RD&A)
ACAT III	PM			PEO / DRPM SYSCOM
ACAT IVT	PM			PEO / DRPM SYSCOM
ACAT IVM	PM			PEO / DRPM SYSCOM
SPECIAL INTERSEST	PM	PEO / DRPM SYSCOM		ASN(RD&A)

Reference: SECNAVINST 5000.2C tables E2T1 and E3T2

Attachment (1)

DoN SEP Review Process

ACAT III/IV ACAT IC/IAC/II ACAT ID/IAM **MDA**

DAG 5000.2 SEP Guide

SEP Development

Program Manager (s)

Program Lead Systems Engineer (s)

PEO (s) DRPM (s) SYSCOM (s) PEO/DRPM Lead Engineer Tech Dir (s)

ASN(RDA) (s) DASN CHENG (review)

OUSD(AT&L) OASD(NII) (s)

60 days Prior to Milestone

30 days Prior to Milestone

Program Staff
Design Team
SYSCOM
RDA CHENG

ASN(RD&A) concurrence/approval of SEP to be addressed in Executive Summary Memorandum drafted by RDA CHENG and concurrently signed by DASN

MDA -- Milestone Decision Authority
DAG -- Defense Acquisition Guidebook
SEP -- Systems Engineering Plan

SECNAVINST 5000.2C Implementation and Operation of the Defense Acquisition and the Joint Capabilities Integration and Development System

(s) -- Review/approval signature required

Attachment (2)

PROGRAM NAME

SYSTEMS ENGINEERING PLAN (SEP)

VERSION

MILESTONE SUPPORTING

DATE

****

OSD APPROVAL

_____   _____

Milestone Decision Authority   DATE
or Designated SEP Approval Authority

SEP Title Page ACAT ID / IAM   Attachment (3)

SYSTEMS ENGINEERING PLAN (SEP)
FOR THE
PROGRAM NAME

VERSION

MILESTONE SUPPORTING

DATE

****
SUBMITTED BY

Lead or Chief Systems Engineer	DATE	Program Manager	DATE
PROGRAM NAME		PROGRAM NAME	

CONCURRENCE

Lead or Chief Systems Engineer	DATE	PEO or Equivalent	DATE
PEO or Equivalent NAME		PEO or Equivalent NAME	

COMPONENT APPROVAL

Component Acquisition Executive   DATE
or Milestone Decision Authority

OSD CONCURRENCE

Deputy Director   DATE
OUSD(AT&L) DS/SE/AS

SEP Coordination Page ACAT ID / IAM   Attachment (3)

SYSTEMS ENGINEERING PLAN (SEP)
FOR THE
PROGRAM NAME

VERSION

MILESTONE SUPPORTING

DATE

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<u>SUBMITTED BY</u>

Lead or Chief Systems Engineer PROGRAM NAME	DATE	Program Manager PROGRAM NAME	DATE

<u>CONCURRENCE</u>

Lead or Chief Systems Engineer PEO or Equivalent NAME	DATE	PEO or Equivalent PEO or Equivalent NAME	DATE

****

<u>ASN APPROVAL</u>

Milestone Decision Authority Or Designated SEP Approval Authority	DATE

SEP Title and Coordination Page ACAT IC / IAC / II   Attachment (3)

SYSTEMS ENGINEERING PLAN (SEP)
FOR THE
PROGRAM NAME

VERSION

MILESTONE SUPPORTING

DATE

****

SUBMITTED BY

_____	_____	_____	_____
Lead or Chief Systems Engineer	DATE	Program Manager	DATE
PROGRAM NAME		PROGRAM NAME	

****

APPROVAL

_____   _____

Milestone Decision Authority   DATE
PEO / DRPM / SYSCOM
Or Designated SEP Approval Authority

SEP Title and Coordination Page ACAT III / IV   Attachment (3)